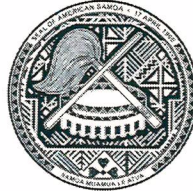


Lemanu Peleti Mauga
Governor

Talauega E.V. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director

Max Tuitele
Deputy Director

Faagau Steve Lefiti
Deputy Director,
Employee Development & Training

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: CDBG-DR Coordinator	Posting Date: November 19, 2021	Serial No. 219-21
Department/Division: Urban Planning and Development	Closing Date: December 23, 2021	Announcement No. 159-21
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS 11/ \$17,069- \$42,419. p.a.

General Description: The Community Development Block Grant- Disaster Recovery (CDBG-DR) Coordinator is located under the Urban Planning & Development Division as a managerial position in community development. The CDBG-DR Coordinator is under the direct supervision of the Assistant Deputy of Urban Planning and Development. This position works closely with the CDBG Finance Manager, CDBG-DR Finance Officer and CDBG-DR staff. The CDBG-DR Coordinator is 100% federally funded through the U.S. Department of Housing and Urban Development \$23million grant to support the American Samoa Government (ASG) disaster recovery efforts caused by Tropical Cyclone Gita. This position is expected to oversee and monitor the CDBG-DR program and ensure that the programmatic and financial components are in compliance with the respective federal regulations. The grant has a minimum life span of 6 years. However, there is a possibility that it will be extended. The CDBG-DR Coordinator will provide overall management and compliance of CDBG-DR and its day-to-day operation and will report regularly to supervisor

Key Duties and Responsibilities:

- Provides management of the coordination with HUD staff to access start up resources and understand basic regulatory framework, including how CDBG-DR is similar to and different from CDBG
- Manages the needs assessment: Manages the assessment of recovery needs across all technical areas: housing, economic development, infrastructure, and services. Evaluate types of needs (for example rehabilitation vs. new construction), including needs of LMI and under-served populations; (b) financial estimates of recovery costs; (c) geographic location of needs; and (d) capacity of potential administrative partners
- Manages the execution of data memorandums of understanding; Work with SBA, FEMA, and insurances companies to receive data regarding extent of damage and existing recovery assistance

This is an Equal Employment Opportunity Employer

- Interagency coordination: With Grant management staff, meet other agencies with a role in recovery and develop coordination plans. Communicated with other grantees, as well as previous CDBGODR recipients, to understand regional needs and opportunities to collaborate
- Provide management in concert with the Grants Management staff, determine level and types of policy staff. Work with Human Resources to develop job description and hiring requisitions and interview and hire staff. The policy staff may be drawn or borrowed from the existing CDBG program staff. If this is the plan, ensure that the loaned staff understand and differences between CDBG and CDBG-DR and are familiar with recovery activities
- Provides management in conducting unmet needs assessment and develop the Action Plan: Lead the development of the unmet needs assessment and the writing of the Action Plan. Coordinate with the Communications staff to conduct public hearing and consult with stake holders
- Manages designing effective programs; Based on the needs assessment, work with Grants management and Program Operation staff to design compliant recovery program
- Provides management in seeking policy interpretations and draft waiver requests: As needed for program designs (or implementation), seek HUD interpretations of eligibility and submit waiver request when appropriate
- Provides management in the developing of policies and procedures; Serve as advisor to Grants Management and assist all other functions to conduct process mapping and write policies and procedures, flow charts, forms, and checklists for overall grants management and all proposed programs, projects, and related processes. At a minimum, general grants management procedures must include: procurement; financial management and audits; appeal process; complaints; compliance and monitoring; crosscutting Federal regulations and requirements; and equal opportunity and citizen participation
- Provides management of Environmental review requirements; In coordination with Program Operation, ensure that every project/activity undergoes the appropriate level of environmental review and receives clearances and Authorization to Use Grant Funds (AUGF) prior to expending any funds
- Provides management to ensure accessibility; Write Section 3 Plan and Language Access Plan
- Provides management in reviewing agreements: Assist in the drafting of subrecipient agreements and inter-agency MOUS
- Manages the creation of the duplication of benefits process: Develop and implementation clear procedures for assessing and avoiding duplication of benefits by activity type
- Provides management in policy clarifications and interpretations to program staff and partners
- Provides management and guidance on how to categorizes and track costs: Working with Finance function, create guidance on how to charge costs as either administrative, planning, activity delivery, or direct program costs; ensure expenditures are compliant; and track time
- Provides management in maintaining and updating policies and procedures; Update policies and procedures, ensure that there are mechanisms in place to capture policy changes over time and maintain and overall repository of the program's policies and procedures
- Provides management in processing action plan amendments: Update the action plan and submit to HUD as necessary program changes occur
- Provides management in QPR and other HUD reporting: Work with Finance and Compliance functions to develop forms and procedures for QPR reporting. Assist Compliance division to compile, write, and submit the reports
- Provide management in prevention of fraud, waste, and abuse. Work with compliance function to develop procedures to detect, track, and report program violations
- Provides management in preparation and response to HUD monitoring or auditing concerns: Work with Grants Management and Compliance and Monitoring staff to prepare for HUD monitoring visits. Assist in responding to any concerns.
<https://www.hudexchange.info/program/cdbg0dr/toolkits/program-launch/Developed> by HUD and ICF 7

Knowledge, Skills and Ability:


- Must be computer literate with knowledge of MS Office Programs
- Strong Organizational, planning and project management skills
- Must have excellent communications skills in English and Samoa both Oral and Written

Academic and Experience Requirements:

- Applicant must have a bachelor's degree in related field from an accredited college plus 3 years of work-related experience
- Years of progressively responsible working experience may be substituted for portion of the academic requirement if not met.
- Salary will commensurate with degree and experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,


Lynn Pulou- Alaimalo
Director, Department of Human Resources